BEACON
HR & PAYROLL

BEACON Overview

Date, 2007

(28 weeks until go-live)

Agenda

- What is BEACON?
- Why is BEACON Needed?
- Project Timeline
- Group 1 and Group 2 Agencies
- Employee Self Service
- Training
- Questions

What is BEACON?

BEACON is an acronym for – Building Enterprise Access for North Carolina's Core Operation Needs

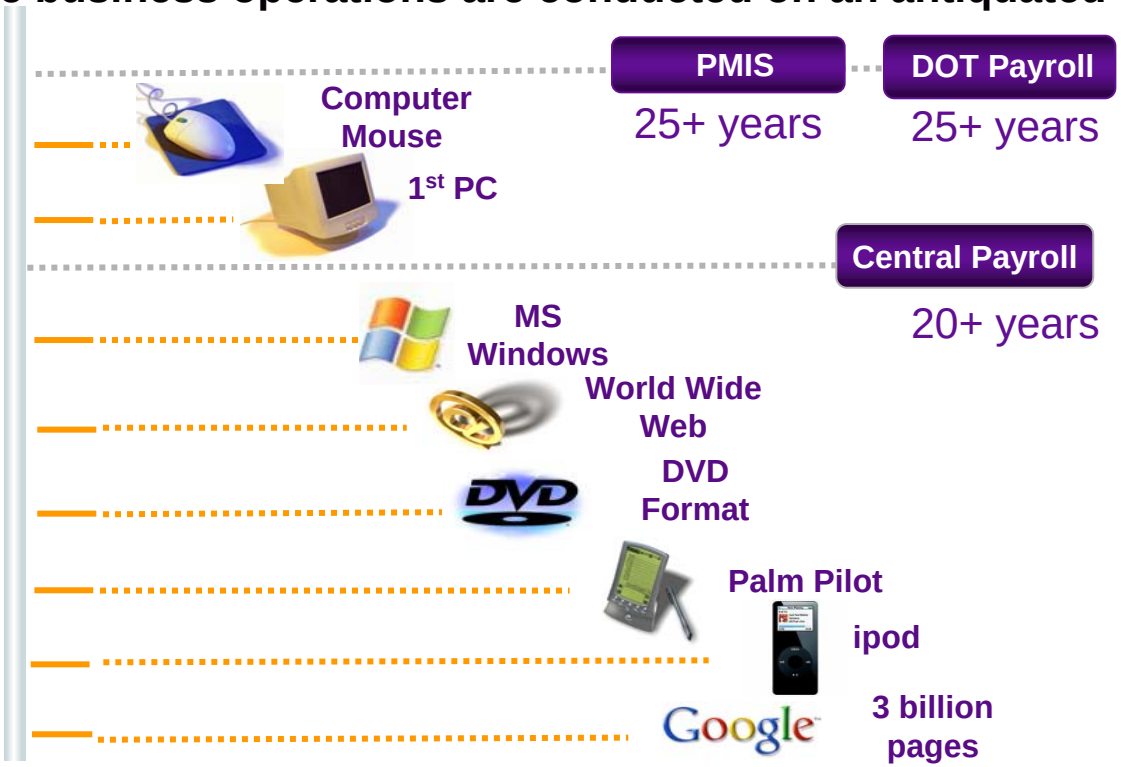
This collaborative effort is designed to transform the way the state conducts business by **modernizing and standardizing key business processes. The first project in the BEACON program is in human resources and payroll**. Once implemented, the BEACON HR/Payroll will:

- **Increase operational efficiency**
- **Improve access to information**

Why is BEACON Needed Now?

The State's current core business operations are conducted on an antiquated legacy system that:

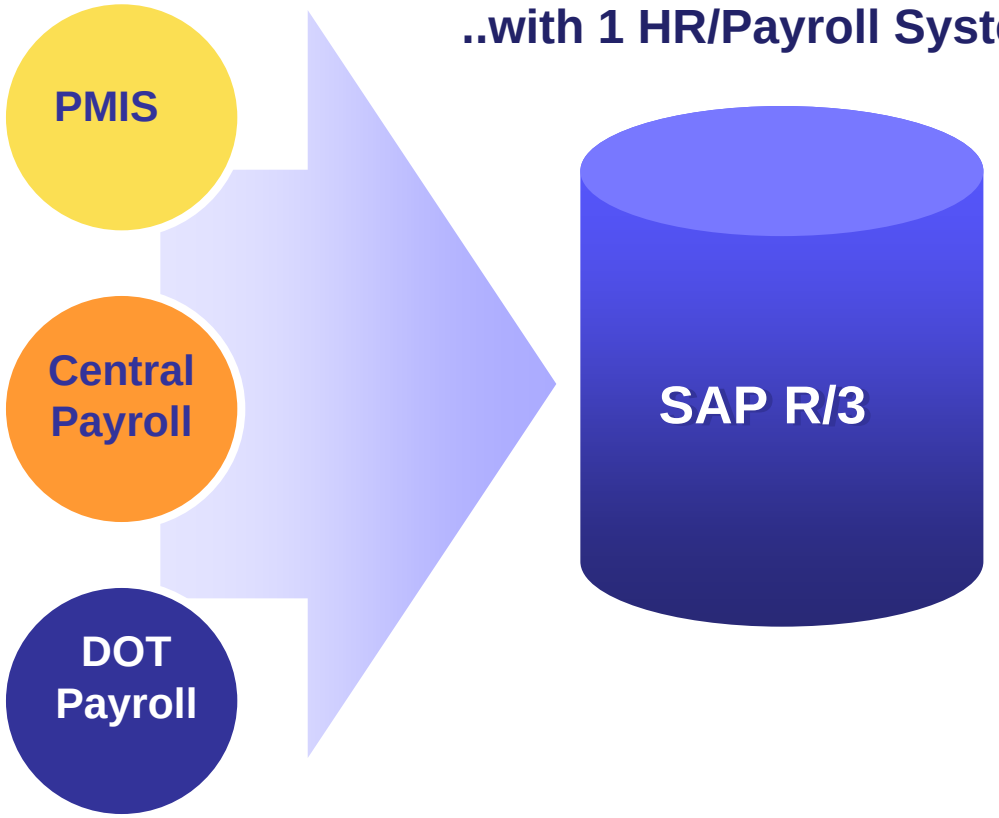
- Is more than 25 years old
- Is difficult to maintain and support
- Relies on outdated technology
- Is at risk of failure due to old age and loss of vendor support
- Is supported by a workforce that is rapidly reaching retirement age



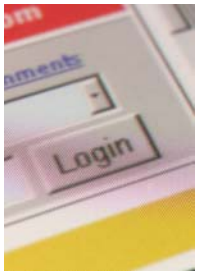
What Is This Project About?

Replacing 3 Systems...

..with 1 HR/Payroll System



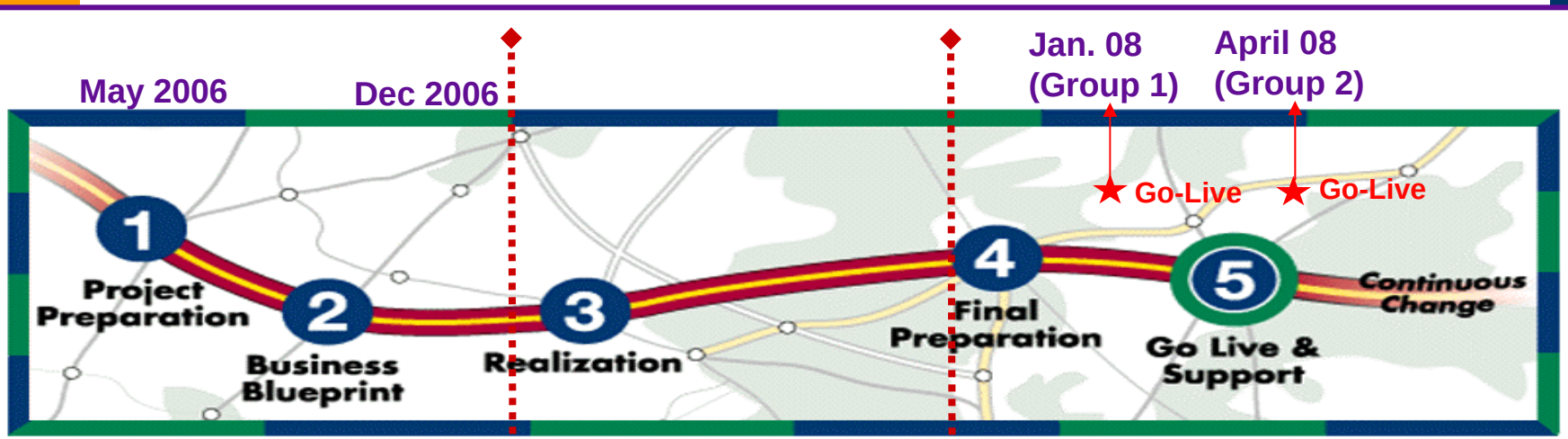
& Web Portal Access



Employee Self Service

Manager Self Service

Our SAP Roadmap



- Project Plan
- Scope
- Project Staffing
- Define Mission and Objectives

- Process Redesign
- Impact Assessment
- Define Project Tools
- Strategy Development

- **SAP Configuration**
- **Technical Design and Specifications**
- **Organizational Design**
- **Develop Training Materials**
- **System Testing**

We Are Here

- **System Go-Live**
- **Cutover Activities**
- **End-user Training**
- **End-user Security Implementation**

- **Go-Live Support**
- **Validate and Compliance Controls**
- **Global Rollout Plan**
- **Business Warehouse**

Deployment Group I Agencies (Jan. 2008)

Agency	Core HR/ Payroll Staff	Permanent/ ESS	Temp Employees
Dept. of Administration/Lt. Governor	32	862	490
Office of State Controller	12	94	4
Office of State Personnel	95	98	8
Governor's Office/Office of State Budget & Mgmt	7	119	11
Information Technology Services	10	424	3
Dept. of Revenue	24	1,710	351
Department of Correction	663	18,777	858
Department of Transportation (includes timekeepers)	745	13,486	1,026
State Board of Elections	3	47	0
Totals	**1,591**	**35,617**	**2,751**
	Total Employees in Rollout		**39,959**

*Note: Numbers are estimated and subject to change

Deployment Group II Agencies (April 2008)

Agency	Core	ESS	Temp
Administrative Office of the Courts	311	5,863	119
Dept. of Agriculture	34	1,260	172
Dept. of Commerce	13	739	20
Dept. of Crime Control & Public Safety	38	2,687	99
Dept. of Cultural Resources	44	749	286
Dept. of Environ. & Natural Resources	131	3,557	>310
Dept. of Insurance	11	386	3
Dept. of Justice	26	1,198	53
Dept. of Juvenile Justice	24	1,752	94
Dept. of Labor	11	405	7
Dept. of Public Instruction	17	527	74
Office of Secretary of State	6	159	1

Agency	Core	ESS	Temp
Dept. of State Treasurer	16	313	22
Dept. of Health & Human Services (includes 220 timekeepers)	520	18,008	1,084
Employment Security Commission	22	1,883	302
General Assembly/Fiscal Research	33	-	-
NC Education Lottery Commission	8	144	16
NC Community College System	7	175	4
NC School of Science & Math	5	220	-
Office of Administrative Hearings	3	39	12
Office of State Auditor	5	178	2
State Health Plan	5	43	0
Wildlife Resource Commission	7	654	48
Totals	**1,297**	**40,939**	**2,728**
Total Employees in Rollout			**44,964**

*Note: Numbers are estimated and subject to change

Employee Self Service

What is it?
ESS is the means through which employees will be able to access and maintain personal information, employee information, and management reporting in the BEACON HR/Payroll system.

How do I access it?
An employee can access the ESS portal from his or her home or work computer or from any other computer terminal with Internet access.

When will it be available?
Following the project's scheduled 2008 go-live dates.

SAMPLE

Welcome State of North Carolina Employees

User ID:

Password:

Login

For help with
user ID and password,
call 1-800-888-BEST.

Photos courtesy of NC Division of Tourism, Film and Sports Development

mycareer.nc.gov

Welcome Drake PMIS

Help Log Off

My Home

My Home | My Time | My Benefits and Pay | My Personal Data | My Career and Jobs | My Organization | My Reports

Search: Go! Advanced Search

SAMPLE

My Time
- Record Working Time
- Request Leave
- View Leave Balances

My Benefits and Pay
- Perform Open Enrollment
- View My Benefits
- View Pay Statement
- View Total Compensation
- Print W-2

My Personal Data
- Current Address
- Bank Information
- Personal Data

My Career and Jobs
- View Appraisals
- View Competencies
- Learning
- Search for Jobs

My Organization
- Employee Search
- Approve Time

My Reports
- HR
- Payroll
- Business Warehouse

My Gateway

My Time

My Benefits

My Pay

My Retirement

My Alerts

W-2s will be available on-line for all employees beginning Feb. 1.

State News

Tom Wright announces an across the board salary increase for all state employees.

Announcements

Upcoming General Assembly session commences on Jan. 24.

Quick Links

- 401 K
- Deferred Compensation
- Jobs
- Statewide Directory
- Other Programs

My Personal Data
- Current Address
- Bank Information
- Personal Data

Bank Information

1 Overview — 2 **Edit** — 3 Review and Save — 4 Confirmation

Main bank

Country:	United States
Payee: *	Mr. Drake PMIS
City:	Raleigh
ZIP Code:	27603
Bank Name:	Wachovia
Account Number:	1015051159210 ◉ Checking ○ Savings ○ None
Payment Method:	Direct Deposit
Purpose:	
Currency:	USD

Previous Step | Review | Exit

SAMPLE

My Benefits and Pay

My Home | My Time | My Benefits and Pay | My Personal Data | My Career and Jobs | My Organization | My Reports

Search: Go! Advanced Search Print Pay Stub

My Benefits and Pay
- Perform Open Enrollment
- View My Benefits
- View Pay Statement
- View Total Compensation
- Print W-2

Company Code 3000	**Personnel Area** 300
Cost Center	**Personnel Subarea** 0001

Name	Mr. Drake PMIS	**Payroll Area**	US	US:Semi-Monthly
Social Security No.	514-23-1324	**Pay Period**	Oct 16, 2005	Oct 31, 2005
Personnel No.	00100238	**Period No.**	2005/20	

Check Date	Check Number	Net Pay	=	Earnings	Taxes	Deductions
Oct 31, 2005	01236161	2,577.73		3,833.33	1,050.2	205.37

Earnings	Rate	Number	Amount
1002 Salary		86.67	3,833.33
Total Earnings			

Taxes	Authority	Amount
/401 TX Withholding Tax	FED	583.88
/401 TX Withholding Tax	NC	1
/403 TX EE Social Security Tax	FED	23
/405 TX EE Medicare Tax	FED	55
Total Employee Tax		1,050.2

Deductions	Amount
2030 401k EE pre-tax	.67
2041 Dep Care EE pre-tax	83.33
2112 State Health Plan - Family	29.49
2117 Dental EE after-tax	15.88
Total Deductions	205.37

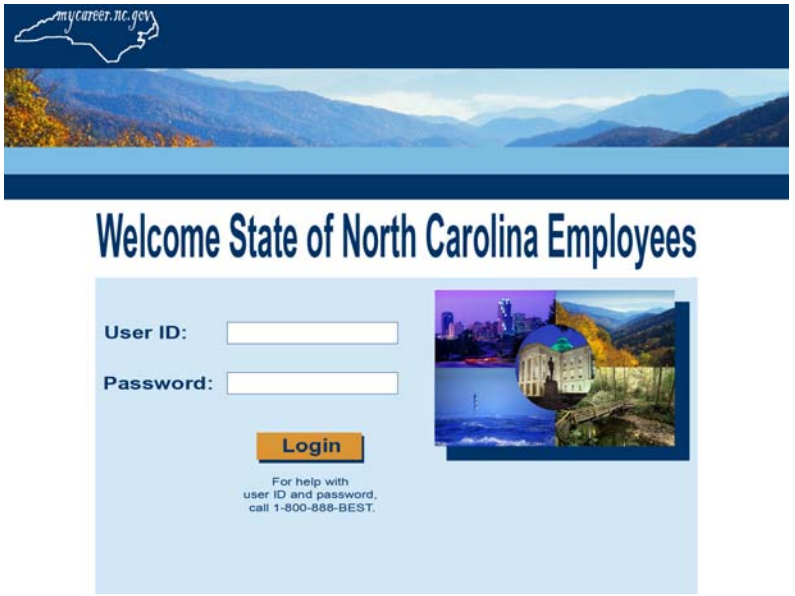
Check/Transfer Information

Bank Number	Account	Payment Method	Amount
		Check	2,577.73

SAMPLE

Key ESS Facts and Features

- Prior to go-live, all employees will need to create an NCID and password.
- The ESS portal is a secured website accessible from any computer with an Internet connection.
- ESS will offer a user-friendly interface that walks employees through each step of every ESS process.



Training

Learning Program Fundamental Principles

- **Core users are "ready" for go-live**
  - **Assessments will be used to determine readiness**
- **Training is easily accessible**
  - **Participants travel reasonable distances to class**
  - **Special physical needs are accommodated**
  - **Course materials and support materials are easy to access and use**
- **Training is role-based**
  - **Participants attend training that is targeted to their job**
  - **Training includes business process surrounding the use of SAP**

Training – Who will be trained?

2,800 Core HR & Payroll Users

3,100 Inquiry / Reporting Users

85,000 ESS Users

8,000 MSS Users

Training – The Countdown Is On

- **Four months prior to go-live**
  - SAP Basic Navigation
  - Project Overview
- **Three months prior to go-live**
  - Walk through new business processes and policy changes
- **Two months prior to go-live**
  - Classes with “hands-on” exercises for SAP transactions
- **One month prior to go-live**
  - Practice, practice, practice
- **Post go-live**
  - SAP assistance at Transition Centers

Questions?

BEACON HR/Payroll Project Resources

If you have any questions, please contact:

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For additional information,
visit the BEACON HR/Payroll website at www.beacon.nc.gov.

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